



Department of Energy Office of Environmental Management Definitions and Guidelines for Counting Monthly and Quarterly EM Recovery Act Full Time Equivalents (FTEs) and Cumulative Head-Count

The following updated definitions and guidelines are intended to provide EM Recovery Act sites with information to collect and report timely and accurate full-time equivalent and cumulative head-count data for both monthly and quarterly jobs data calls. These revised guidelines supersede the previous monthly jobs data reporting definitions and guidelines dated February 9, 2010. These revised guidelines remain consistent with OMB guidance issued December 18, 2009 and cover subcontractors and vendors as well as prime contractors.

Monthly EM Recovery Act site jobs data are due to the EM Recovery Act e-mail by COB April 20, 2010 for the month of March 2010, and all subsequent monthly jobs data call submissions will be due by COB on the 20th of the month following the reporting month. **Quarterly** EM Recovery Act site jobs data are due to the EM Recovery Act e-mail by COB April 20, 2010 for the second quarter of FY2010 (January-March 2010). All subsequent EM Recovery Act site quarterly jobs data call submissions are due by COB on the 20th of the month following the end of the quarter (e.g., April-June 2010 due July 20, 2010, etc.).

Definitions

EM Reporting Entity: Contractor in a prime contract with DOE EM at a site; contractor with a subcontract with a DOE EM prime contractor or subcontractor; or vendor with a subcontract to a DOE EM contractor or subcontractor who provide equipment unique to DOE (in accordance with guideline #2 on page 2) funded by the EM Recovery Act. All pertinent reporting entities will collect and report both monthly and quarterly FTEs and cumulative headcount as described below.

Monthly FTEs: Calculated by each EM reporting entity by determining the total number of labor hours worked in the reported month for positions funded by the EM Recovery Act to support EM activities at a DOE site, divided by the monthly standard hours ("monthly hours in a full-time schedule") as determined by the EM reporting entity.

$$\text{FTEs for any month} = \frac{\text{Monthly Hours Worked and Funded by EM Recovery Act}}{\text{Monthly Hours in a Full-Time Schedule (as defined by the EM reporting entity)}}$$

Monthly Hours in a Full-Time Schedule = Number of hours in a full-time work year (e.g., 2080, 1980, 1860, etc., as determined by the EM reporting entity) / 12. For example, if the EM reporting entity's full-time work year is 1980 hours, the monthly full-time schedule for purposes of the monthly FTE calculation would be 1980/12 = 165 hours. The same number is to be used for each month.

Quarterly FTEs: Calculated by each EM reporting entity by determining the total number of labor hours worked and invoiced in the reported quarter for positions funded by the EM Recovery Act to support EM activities at a DOE site, divided by the quarterly standard hours ("quarterly hours in a full-time schedule") as determined by the EM reporting entity.

FTEs for any quarter = $\frac{\text{Quarterly Hours Worked and Funded by EM Recovery Act}}{\text{Quarterly Hours in a Full-Time Schedule (as defined by the EM reporting entity)}}$

Quarterly Hours in a Full-Time Schedule = Number of hours in a full-time work year (e.g., 2080, 1980, 1860, etc., as determined by the EM reporting entity) divided by 4 (four quarters equal to 1 year). For example, if the EM reporting entity's full-time work year is 1980 hours, the quarterly full-time schedule for purposes of the quarterly FTE calculation would be $1980/4 = 495$ hours. The same number is to be used for each quarter.

For additional information, refer to American Reinvestment and EM Recovery Act (ARRA) OMB guidance M-10-08 dated December 18, 2009 for more details on quarterly reporting of job estimates.

Cumulative Head-Count (Lives-Touched): This is a cumulative (from the **start** of EM Recovery Act project work) total of the number of full-time, temporary and part-time workers that have benefitted and been compensated for work performed under EM Recovery Act funding by each EM reporting entity.

Subcontractor: The term "subcontractor" is defined at FAR 204-10 as "...any contract as defined in FAR Subpart 2.1 entered into by the Contractor to furnish supplies or services for performance of the contract..."

Vendor: The term "vendor" is defined as a dealer, distributor, merchant or other seller providing goods that are required for the conduct of a Federal program. Contractors may purchase goods needed to carry out the project or program from vendors. Vendors required reporting hours are described in guideline #2 below. (Refer to ARRA OMB guidance M-09-21 dated June 22, 2009 for additional information)

Guidelines

1. All prime contractor and subcontractor invoices shall include monthly labor hours, FTEs, and cumulative head-count for services rendered under EM Recovery Act funding.
2. Vendor invoices shall include monthly labor hours, FTEs, and cumulative head-count associated with provision of equipment that is unique to DOE necessary to be manufactured and/or assembled to support an EM Recovery Act activity (e.g., TRUPAC II containers, MOAB shipping containers). However, vendor labor hours, FTEs, and cumulative head-count are NOT to be collected and reported for commercially available equipment and supplies such as trucks, earth movers, personnel protective equipment (PPE), etc.
3. Algorithms and factors for estimating job labor hours, FTEs, and cumulative head-count are NOT approved or acceptable methods for collecting and reporting EM Recovery Act work job numbers.
4. For prior EM Recovery Act invoices that did not include labor hours, FTEs, and cumulative head-count, EM reporting entities are required to submit with the first invoice submitted under these new guidelines the monthly labor hours, FTEs and cumulative head-count calculated for each month from the beginning of EM Recovery Act invoicing through the first month of reporting under these new guidelines. Reasonable time will be afforded to allow entities to complete this effort if needed.
5. All labor hours, FTEs, and cumulative head-counts to be counted need to be traceable to EM Recovery Act work. Where or when invoices are not available, a letter from the subcontractor or vendor documenting the labor hours, FTEs, and cumulative head-count will be an acceptable alternative.
6. Attached are monthly and quarterly FTE and cumulative head-count reporting spreadsheets furnished by HQ EM ARRA. In the near future, monthly FTE and cumulative head-count data will also be reported through the Integrated Planning, Accountability, and Budgeting System (IPABS).

7. Internal and external communication and use of jobs data information must be consistent. Therefore EM Recovery Act sites will utilize the latest HQ EM ARRA jobs News Flash jobs information, created from EM Recovery Act site submitted jobs data, in communicating jobs information through site multi-media sources (e.g., News Letters, websites, press releases, bulletins, News Flashes, briefings/presentations, etc.). An EM Recovery Act jobs News Flash will be developed and disseminated on a routine basis utilizing the EM Recovery Act sites reported jobs data.

Should you have any questions or need clarification on any definitions or guidelines, please contact John Mocknick on 240-676-3162 or Steve Trischman on 301-903-7478.